

## **ABAG FINANCE AND PERSONNEL COMMITTEE**

### **Summary Minutes**

**May 21, 2015**

#### **Members Present**

Mayor Bill Harrison  
Supervisor Karen Mitchoff  
Supervisor David Cortese  
Supervisor Mark Luce  
Councilmember Julie Pierce

#### **Jurisdiction**

City of Fremont  
County of Contra Costa  
County of Santa Clara  
County of Napa  
City of Clayton

#### **Members Absent**

Councilmember Desley Brooks  
Supervisor Scott Haggerty  
Supervisor John Gioia  
Supervisor Dave Pine  
Supervisor David Rabbitt

City of Oakland  
County of Alameda  
County of Contra Costa  
County of San Mateo  
County of Sonoma

#### **Officers and Staff Present**

Ezra Rapport, Executive Director  
Bradford Paul, Asst. Exec. Director  
Kenneth Moy, Legal Counsel  
Charles Adams, Interim Finance  
Director  
Brian Kirking, HR and IT Director  
Susan Hsieh, Asst. Finance Director

#### **Guests**

Ken Bukowski, Videographer

1. The meeting was called to order by Mayor Harrison, Committee Chair, at 5:08 pm. There was no quorum for this meeting. Action items were forwarded to the Executive Board for approval and they were all approved on May 21, 2015.
2. There was no public comment.
3. Summary Minutes of the March 19, 2015 meeting were forwarded to the Executive Board for approval.

4. Mr. Rapport introduced the Interim Finance Director Charles Adams to the Committee. Mr. Rapport praised Mr. Adams for his long track record and financial and accounting expertise. Mr. Adams received a warm welcome from the Committee. The item was for information only.
5. Mr. Adams presented the March 2015 financial report and the financial outlook. The Committee inquired about the funding from MTC for fiscal year 2015-16 and Mr. Rapport reported the status. The March 2015 financial report was forwarded to the Executive Board for approval.
6. Mr. Rapport reported that membership dues for fiscal year 2014-15 have been fully paid. The Committee was pleased about current year's payment status. The Committee also discussed the payment trend in recent years. The item was for information only.
7. Mr. Rapport presented the proposed fiscal year 2015-16 BARC budget to the Committee. ABAG's in-kind contribution is \$44,300 and cash contribution is \$30,861. The budget was forwarded to the Executive Board for approval.
8. Mr. Adams provided the Committee an overview of ABAG's \$2M line of credit with the Bank of the West and sought approval to renew the line of credit to February 28, 2017. The Committee discussed about the renewal fees, interest rate, and second deed of trust used to secure the line of credit. The Committee directed staff to provide more information about the second deed of trust at the next meeting but proceed with the renewal upon approval by the Executive Board. The item was forwarded to the Executive Board for approval.
9. Mr. Rapport proposed to provide the Bay Area Council Economic Institute \$50,000 financial support for fiscal year 2015-16. Mr. Rapport and the Committee discussed the partnership with the Institute and how the collaborative efforts have enabled ABAG to engage the business communities/other partners successfully. The activities support ABAG's strategic plan/mission and benefit the Bay Area Region. The item was forwarded to the Executive Board for approval.
10. Mr. Adams reported the on status of the SCO review. His report included the purpose of the review, work performed by SCO auditors, the exit conference with the SCO team on May 13, 2015, and the time table for issuing the final report. The key recommendation will be developing a plan to strengthen the controls over

FAN operations. Mr. Adams also reported on the status of the MTC audit. MTC's auditors had not disclosed the findings, but the audit has slowed down and it is expected to complete soon. The item was for information only.

11. The Committee and staff discussed the interagency agreement with MTC for fiscal year 2015-16. The Committee directed staff to confirm the funding sources and budget amount. The item was for information only.

12. There was no closed session.

13. Meeting was adjourned at 6:50 pm.

Submitted: Susan Hsieh, Assistant Finance Director